

*Filing in Reg.*  
*IC Reg.*

October 4, 1973

NOTE FOR:

Except for shortening up the charter which you and  have worked on, we made two changes. One, of course, is that the head of the registry reports to the D/DCI/IC. For your benefit, I would say that that is thought of as a temporary thing and that there is no doubt that in the long run the head of the registry reports to the AO/DCI.

The second thing that was left out is the prediction that the IC registry will merge with the ER. There is no doubt about this either, and we anticipate that this will take place in due course, probably coincident with the transition I mentioned. ✓

As the attached sheet says, the plan is approved by General Graham and the sooner  moves in and starts functioning the better.

AD/DCI/IC

Copy to  
General Graham

Dr. Clarke  
Gen Thomas

*9 Oct 73*  
*Briefed*

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OFFICIAL ROUTING SLIP			

TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]	10/30	[Redacted]
2	General Graham		
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ACTION		DIRECT REPLY	PREPARE REPLY
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Remarks:

Attached is a proposed "charter" for the ICS registry.

1. Any comments?
2. May I have your approval?

OK per D.O.G

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[Redacted]			3 Oct 73
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Responsibilities of the ICS Registry

1. The ICS registry is under the supervision of the D/DCI/IC.
2. The ICS registry is responsible for:
  - a. Receiving, controlling, distributing and dispatching correspondence, documents, messages, etc. for the ICS.
  - b. Establishing and maintaining a suspense system for action items.
  - c. Assigning control numbers for use by the ICS.
  - d. Reviewing outgoing mail to insure compliance with appropriate security practices.
  - e. Maintaining a central file system for the ICS.
  - f. Maintaining a reference library of appropriate documents for use by the ICS.
  - g. Acting as ICS interface with other Agency registries, Central Reference Service, Cable Secretariat, etc. for procuring publications, documents, etc. as requested by staff members.
  - h. Establishing and maintaining an effective records management program for the ICS.
  - i. Performing other functions as assigned by the D/DCI/IC.

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<b>Remarks:</b> <p>Attached are copies of a notice which was suggested by the survey of the IC Registry. <input type="text"/></p> <p><input type="text"/> has assisted me in its preparation.</p> <p>Unless you feel otherwise I would suggest that copies be given to each Group Chief today for his comments no later than COB 3 October. If major changes are not required we could be in business 4 October.</p> <p style="text-align: center;"><input type="text"/></p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
AO/DCI <input type="text"/>				10/2/73	
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REORGANIZATION OF THE INTELLIGENCE COMMUNITY STAFF  
REGISTRY

1. The Intelligence Community Staff Registry was reorganized effective 3 October 1973. The Registry will be under the supervision of the DCI Administrative Office. The Registry will be authorized a total of three personnel, the senior designated as the Chief, ICS Registry.

2. The Intelligence Community Staff Registry will be responsible for:

a. Implementing and administering and effective overall administrative program to include operation of Mail and Records Unit to process and control all-source intelligence material, including Top Secret and lower classified material, and for other highly sensitive accountable materials; maintenance of a comprehensive suspense system; classification, reports and forms management programs within the ICS and responsible for ensuring adherence to policy decisions on matters relating to the overall administrative program, carrying out these duties through preparation of administrative office procedures and memoranda.

b. Providing the ICS with an effective records management program to ensure effective paperwork management through establishment of a uniform, economical file system; preservation of records having permanent value; and the orderly disposition of inactive records data on a timely basis.

c. Keeping the Deputy and the Assistant to the DCI for the Intelligence Community advised of significant correspondence that warrants their awareness or guidance prior to completion of action.

d. Effecting timely dissemination to the Intelligence Community Staff and other recipients of all materials.

e. Establishing necessary and timely suspense control and notices for action items.

f. Control and assignment of all control numbers, TS, Codeword, etc., within the Intelligence Community Staff.

g. Receipt and control of all-source mail, messages and documents (including privacy communications for senior officials such as "Eyes Only", EXDIS, LIMDIS, PERSONAL FOR, NATO, etc.) for the Intelligence Community Staff.

h. Review of all outgoing matter for conformance with Agency security practices and insuring dispatch via appropriate courier system.

i. Maintaining central files for all offices of the Intelligence Community Staff, to include both subject and chrono file copies of ICS originated correspondence and other offices, agencies documents/ correspondence that are categorized as permanent files.

j. Maintaining files of current Agency directives/instructions and will insure that key personnel and offices of primary responsibility are apprised of new or changing procedures.

k. Effecting ICS interface with other Agency registeries, Central Reference Service, Communications and Security for support and related matters applicable to the ICS.

1. Maintaining a reference library consisting of significant NSC, DOD and CIA documents, for use by all personnel within the ICS.

m. When requested by ICS members, act as the office of primary responsibility for procurement of both internal and external publications and documents.

n. Perform other functions as assigned by the Deputy to the DCI for the Intelligence Community.

3. Reorganization will include some change in systems to permit subsequent merger with the Executive Registry.

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Remarks:			
Re: Survey of Intelligence Community Staff Registry			
I concur with the survey.			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
[ ] s - 7E31 [ ]			9/17/73

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MEMORANDUM FOR:

[Redacted]

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Here are some group  
Comments on the Regis-  
try survey. Let's talk  
if then start making  
changes

[Redacted]

9/19  
DATE)

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FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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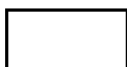
19 September 1973

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MEMORANDUM FOR:

SUBJECT : Registry Survey

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1. I've received the Registry Survey and, if dealt with conceptionally only, find it impossible to fault the recommendations.

2. However, I do have a number of reservations with respect to a separate IC Registry given the existence of ER and its expertise in these matters.

3. IC position totals are limited and with the senior secretarial grades each Group has it should be possible to assign each Group responsibility for its own records. This requires a senior Staff Officer in your immediate office to assure proper document routing, but this is necessary with or without a Registry.

4. My recommendation is that we have a consensus of agreement among the Group Leaders, take steps to transfer the function to ER, and require each Group to assume responsibility for the retention and retrieval of papers relating to its activity.

5. A requirement should be levied on DCI/AO immediately -- that of establishing and monitoring a Records Retirement Schedule for IC.



John M. Clarke  
Intelligence Community Comptroller

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<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

PRG Comment (Where applicable) may be found opposite each paragraph. PRG Personnel stand ready to assist the Executive Officer in correcting the reported deficiencies, at the earliest possible date.

FOR RETURN TO SENDER

	PHONE NO.	DATE
Gen Thomas, A/PRG		18 Sep 73

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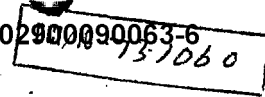
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Remarks:			
<p>Please let me have your comments</p> <p>on the attached by <u>c.o.b.</u>, Tuesday,</p> <p><u>18 September.</u></p>			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
Acting D/ DCI/IC			17 Sep
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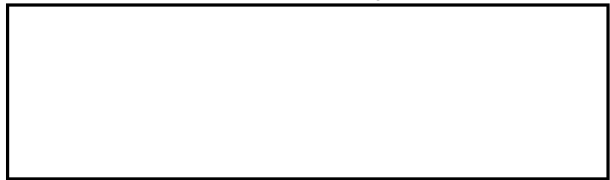
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14 September 1973

MEMORANDUM FOR: Acting D/DCI/IC  
FROM : Chief, Information Systems Analysis Staff  
SUBJECT : Survey of Intelligence Community Staff Registry

Attached is the subject survey report. We will be happy to be of further service to you, if needed.



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Chief, Information Systems Analysis Staff

Attachment

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